

Email Notification
To: All Employers
Delivered: 9/19/2011

Subject: my|CalPERS Production Seed Data File Available in ACES

The Public Employer Readiness Team (PERT) would like to notify you that your organization's production seed data file for my|CalPERS is now available in ACES. Your ACES account administrator can download this new file by following the instructions contained in Appendix B of the [my|CalPERS File Testing Overview for Employers](#) document, which is located in the Technical Resources for Employers section in the PERT area of CalPERS On-Line. Also, information on the layout of the seed data file is available in the CalPERS File ID Exchange Layout document in the [Employer Technical Toolkit](#).

You will need to incorporate the identifiers, or CalPERS IDs, from the production seed data file into your files, replacing the identifiers you currently use today, for both testing purposes and submitting live data. It is important that you first verify that your new XML file is ready in the testing environment before you process your file in the new my|CalPERS. It will be more difficult to fix erroneously saved data in my|CalPERS now that it is live.

Here are some considerations regarding your production seed data file:

- Pay Rate Type, Pay Rate Amount, and Supplemental Income 457 Plan (SIP) Plan ID values are no longer included in the seed data file. These fields are populated with "NUL" values.
- When converting the .cvs file to .xls format, the leading zeros in Social Security numbers (SSNs) are dropped. You will need to reinsert the leading zeros to make the identifier nine characters.
- If you find that your seed data file is missing participants, you can use the online Participant Search function, using SSNs, to obtain Participant IDs for your employees. Alternatively, you can generate the Participant Summary List report.
- If you find that your production seed data file is missing large volumes of participants (e.g., entire agencies or member categories), please [email us](#) so we can investigate, but do not attach files that include personal identifying information (e.g., SSN or DOB).
- The production seed data file does not contain Participants IDs for retired annuitants. You must enroll retired annuitants into my|CalPERS to obtain their Participant ID.
- Due to multiple data conversion sources, your seed data file may include participants who have been designated more than one Participant ID. You will

need to work with the CalPERS Customer Contact Center to determine which record will be used in my|CalPERS and to delete the duplicates.

- If you find that your seed data file contains participants who no longer work for your agency, you can process enrollment updates (e.g., permanent separation) in my|CalPERS using the online function.
- This file includes the final Appointment IDs assigned to participants. This ID is not required to be 10 characters in length; therefore, do not add leading zeros to this identifier.
- For agencies who receive dependent data for Health transactions, the seed data includes all active relationships for each participant and does not filter out dependents older than 26 years old.

We appreciate your patience as we transition together to my|CalPERS. If you have any questions, please contact the CalPERS Customer Contact Center at **888-CalPERS** (or **888-225-7377**).